

Snow and Ice Removal Plan, Winter 2003-2004
Department of Public Works, City of Takoma Park, Maryland

1. PURPOSE: To develop a working system which will facilitate the removal of snow and ice from public streets and sidewalks during the Winter of 2003-2004.
2. SCOPE: Implementing this plan will impact the entire Public Works Department.
3. MISSION: The Takoma Park Department of Public Works prepares for and conducts snow and ice removal in the City during the Winter of 2003-2004.
4. EXECUTION:
 - a. Concept:
 - i. The Department of Public Works conducts snow and ice removal using its Right of Way Division, Sanitation Division, Gardens Division, and Equipment/Building Maintenance Division.
 - ii. The City will be divided into five sectors and one technician will be assigned to a sector. When circumstances require 24 hour operations, the Sanitation Division personnel will be organized into an six-person 12 hour shift under the supervision of the Sanitation Division Supervisor.
 - iii. Personnel Requirements:
 - (1) The ROW Division Supervisor and six ROW Technicians
 - (2) Sanitation Division Supervisor and eight Sanitation Technicians, including four drivers and four technicians.
 - (3) The Gardens Supervisor, one Gardens Technician and required temporary laborers.
 - (4) The Building/Equipment Maintenance Supervisor, four Building Custodians, one Building Maintenance Technician and two mechanics.
 - (5) Equipment and Materials:
 - (a) Six dump trucks with plows and spreader and one pickup truck with a plow. Chains may be required on some trucks.
 - (b) Bobcat and Backhoe
 - (c) Replacement snow plows
 - (d) Salt and sand
 - (e) Assorted shovels and other snow and ice removal tools.¹
 - (f) Snow Blowers

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- (g) Deicing solution and back pack sprayer
- iv. Responsibilities:
 - (1) Director and/or Deputy Director:
 - (a) Directs the execution of this plan.
 - (b) Initiate the department's snow removal operations in accordance with the current snow removal plan removal plan.
 - (2) Right of Way Supervisor:
 - (a) Supervises at least one 12 hour shift during snow removal operations.
 - (b) Be prepared to initiate snow removal operations in accordance with the most recent snow plan.
 - (c) Provides guidance and direction to technicians before during and after the snow event.
 - (d) Responds to residents in a timely manner (24 hour rule)
 - (e) Be prepared to operate a snow removal vehicle.
 - (f) Coordinate and conduct refresher training for all technicians prior to October 30, 2003.
 - (g) Coordinate meal reimbursement in advance of the snow event
 - (3) Sanitation Supervisor:
 - (a) Supervises at least one 12 hour shift during snow removal operations.
 - (b) Provides guidance and direction to technicians before during and after the snow event.
 - (c) Responds to residents in a timely manner (24 hour rule)
 - (d) Be prepared to operate a snow removal vehicle.
 - (e) Coordinate with ROW supervisor and train the Sanitation Division on snow removal operations prior to October 30, 2003.
 - (4) Gardens Supervisor: Coordinate and supervise the snow removal operations from side walks, parking lots and parks and develop a list of priorities.

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- (5) Equipment Maintenance Supervisor:
 - (a) Ensures the frequently used parts are stocked in sufficient numbers.
 - (b) Provides priority service to snow removal equipment during this period
 - (c) Participate in the after action critique.
 - (6) Right of Way and Sanitation Technicians: These technicians are the heart and soul of the snow and ice removal efforts. See Annex A for a listing of the duties and responsibilities of our technicians.
 - (7) Building Maintenance Technician:
 - (a) Be prepared to operate a snow removal vehicle during a snow event.
 - (b) Participate in the snow removal refresher training with the Sanitation Division.
 - (8) Custodial Crew Leader: Clears walk-ways in the vicinity of the Municipal Center, Library, New Hampshire Recreation Center and Public Works Facility.
 - (a)
 - (9) Administrative Section:
 - (a) Communications:
 - (i) Receive complaints and suggestions from residents and pass them onto the appropriate supervisor during or after a snow event.
 - (ii) Post appropriate messages on the voice mails, website, and bulletin boards.
5. COORDINATION: This plan has been coordinated with the appropriate public works staff and related City policies.

ANNEX 24
November 25, 2003

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Richard M. Finn
City Manager